



**United States Postal Service
Office of Inspector General
Attn: Human Resources
1735 N. Lynn Street, 10th Floor
Arlington, VA 22209-2020**

USPSOIG VACANCY ANNOUNCEMENT #09-14

**Grade: Administrative Band FLSA: Non-Exempt
Salary: \$13 - \$17 Per Hour
(Locality Pay Authorized)
Positions: One Position located in Arlington, VA
Open: 05/04/09 Close: 05/18/09**

LEGAL STUDENT COOPERATIVE

The United States Postal Service Office of Inspector General (OIG) is seeking a student enrolled in an accredited ABA law school to fill a position within the OIG functional areas of the Joint Legal Services Center. The successful candidate will provide legal support in the areas of criminal, civil, and administrative law, legal research and other duties as assigned. This program provides an opportunity for students to gain valuable and relevant paid work experience related to their field of study while continuing their education, and provides a benefit to the OIG. The Student Cooperative Program is available year-round (January – December) for continuous employment while in school. The candidate must be available and committed to work a minimum of 10 continuous weeks or one academic semester on a part-time basis. The OIG mission is to provide reports to the Postal Service Executives, Governors and Congress to help the Postal Service maximize revenues (approximately \$70 billion a year), minimize costs, and prevent and detect fraud, waste, abuse and mismanagement.

ELIGIBILITY REQUIREMENTS

- Students must be enrolled full-time in an American Bar Association (ABA) accredited law school and maintain a minimum of a 3.0 average
- **A letter from the law school advisor verifying enrollment stating the student’s good standing, law school transcripts, current level of education, and the number of completed semester hours must be submitted with the application.**

EVALUATION FACTOR

- Good legal research, analysis and writing skills

ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and background investigation
- Ability to obtain/maintain a government-issued credit card
- May require some travel
- Students will sign a term agreement

TO BE CONSIDERED, APPLICANTS MUST SUBMIT:

- Resume, letter from advisor, and a short narrative
- Applicants must be available for entire semester or 10 continuous weeks and be able to work a minimum of 10-15 hours per week.
- Applicants claiming Veteran’s Preference must attach a copy of member 4 copy (only) of Certificate of Release or Discharge from Active Duty (Form DD214) or other proof of eligibility if claiming 10-point veteran’s preference. Veterans must submit a copy of a letter dated within the last 12 months from the Department of Veterans Affairs or the Department of Defense certifying receipt of compensation for a service-connected disability of 30% or more

NOTE:

- **OPEN TO ALL SOURCES**
- **U.S. CITIZENSHIP REQUIRED**
- **APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: JOBS@USPSOIG.GOV OR MAILED TO: USPS-OIG, Human Resources – 1735 N. Lynn Street, 10th Floor, Arlington, VA 22209-2020**
- **MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT**
- **APPLICANTS WHO DO NOT ADDRESS THE EVALUATION FACTORS WILL NOT BE CONSIDERED**

Applicants must meet all eligibility requirements by the closing date of the announcement. **All submissions must include vacancy announcement number.**

BASIS OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education, and training, which indicate the applicant’s ability to acquire the particular knowledge and skills needed to perform the duties of the position.

REASONABLE ACCOMMODATIONS:

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2210. The decision on granting an accommodation request will be made on a case-by-case basis.

**Job Line Number:
703-248-2210
DC Relay Service:
202-855-1234 (TTY)
Or Visit our website:
www.uspsoig.gov**